

DATE PREPARED: 1/16

TITLE: STREETS MAINTENANCE SUPERVISOR

JOB PURPOSE: Responsible for the supervision of personnel of the Street Maintenance, Parking Control, and Signage and Striping Operations.



### **JOB DUTIES:**

1. Plans, organizes, and schedules daily work.
2. Supervises and participates in the repair and maintenance of all public streets, parkways, islands and other rights-of-way.
3. Plans, organizes, schedules, supervises, and participates in snow removal from city streets and municipal parking lots during the winter season.
4. Supervises removal of all leaves from all streets during the fall season.
5. Supervises maintenance and installation of all traffic control devices and traffic regulatory signs.
6. Supervises striping of all traffic lane lines and parking spaces on the street and public parking lots.
7. Supervises maintenance and collection of all monies from all parking meters and the maintenance of all public parking lots.
8. Assigns work orders.
9. Operates a variety of equipment, including front-end loader, backhoe, and dump truck.
10. Makes recommendations to the Public Works Superintendent and Director of Public Works for the preparation of the annual budget.
11. Assists Engineering Division with Asset management Program, which includes street parking meters and signage.
12. Assists with logistics and set-up for City events.
13. Conducts parking and traffic surveys as directed.
14. Responds to and resolves citizen questions, complaints and concerns.
15. Notifies residents of repairs and addresses citizen concerns.
16. Prepares purchase orders, memoranda, specifications and other documentation for the purchase of equipment and materials.
17. Coordinates with vendors and contractors concerning the procurement of goods and services.
18. Purchases bulk materials as needed.
19. Researches new methods and procedures.
20. Prepares estimates for department projects.
21. Establishes safe work zones and enforces safe work practices.
22. Trains, assigns, supervises, evaluates and disciplines personnel.
23. Performs related duties as assigned.

### **JOB QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Seminars on street construction and maintenance.
3. Preferred training in operation of heavy equipment.
4. Three years' experience in all phases of public works maintenance.
5. 24-hour on-call availability.
6. Must be able to operate a commercial class B motor vehicle legally in the state of Missouri.
7. One year supervisory experience.

**CRITICAL SKILLS/EXPERTISE:**

1. Thorough knowledge of the principles and practices used in the construction, maintenance and repair of streets, sidewalks, and other public infrastructure.
2. Ability to schedule work crews on a priority basis with emphasis on cost effectiveness.
3. Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
4. Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
5. Skill in the use of computers and job-related software programs.
6. Skill in reading and interpreting engineering plans.
7. Skill in the training and supervision of personnel.
8. Skill in the completion of accurate and timely reports.
9. Skill in the use of office equipment such as a computer, calculator, and copier.
10. Skill in interpersonal relations.

**PHYSICAL REQUIREMENTS OF THE JOB:****I. Job Requirements: (in terms of an eight (8) hour day)**

<b>Sit</b>	1	2	3	4	X	6	7	8
<b>Stand</b>	1	2	3	4	X	6	7	8
<b>Walk</b>	1	2	X	4	5	6	7	8
<b>Active</b>	1	2	3	4	5	6	7	X
<b>Movement</b>	1	2	3	4	5	6	7	X

**II. Movements:**

<b>Type of Movement</b>	<b>Seldom &lt; 25% of the Time</b>	<b>Frequently 25%-75% of the Time</b>	<b>Continually &gt; 75% of the Time</b>
Bend/Stoop		X	
Squat	X		
Crawl	X		
Climb	X		
Reach Above Shoulder level	X		
Kneel	X		
Balancing	X		
Pushing/Pulling	X		
Repetitive Foot Movement		X	
Repetitive Hand Movement		X	

III. Weight Carried:

Amount in Pounds	Seldom < 25% of the Time	Frequently 25%-75% of the Time	Continually > 75% of the Time
0-10 lbs		X	
11-24 lbs		X	
25-32 lbs	X		
35-50 lbs	X		
51-74 lbs	X		
75-100 lbs	X		

IV. Weight Lifted

Amount in Pounds	Seldom < 25% of the Time	Frequently 25% - 75% of the Time	Continually > 75% of the Time
0-10 lbs			X
11-24 lbs			X
25-34 lbs		X	
35-50 lbs	X		
51-74 lbs	X		
75-100 lbs	X		

V. Job Requires:

Requirements	Yes	No
Working on unprotected heights	X	
Being around moving machinery	X	
Exposure to marked changes in temperature and humidity	X	
Wearing of personal protective equipment	X	
Driving automotive equipment	X	

VI. Potential Exposures:

- A. Physical: weather, equipment, vehicular, hazardous working conditions and locations.
- B. Chemical: various fuels, herbicides, pesticides, fumes, asphalt materials.
- C. Biological: insect bites, infected cuts, allergic reactions to plants, grasses, etc.

VII. Discuss the job requirements for the following, including whether a disability could be reasonably accommodated.

- A. Vision: repair and operate equipment, write reports, read instructions, use computers and telephones. DOT requirements for CDL license. Correctable.
- B. Hearing: communications in conversation, safety requirements at equipment, receiving instructions, radio communication. Correctable.
- C. Speech: communication with employees, residents, vendors. Correctable.

VIII. Is the work area currently accessible to individuals in a wheelchair or other assistive equipment? What accommodations could be made?

Workplace is on streets throughout the City, in the office, in vehicles and on equipment and the City cannot provide reasonable accommodations.